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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: March 28, 2000

SUBJECT: SAFETY MEETING IDEAS -- APRIL 2000

Suggested issues to discuss during your next meeting are:

1. April is Earthquake Preparedness Month

Governor Davis has proclaimed April 2000 as "California Earthquake Preparedness Month." Are you and your staff ready for an earthquake? If an earthquake did occur, do you have a safe place to duck, cover and hold in your office area? Look at the information available on the Governor's Office of Emergency Services' web site: www.oes.ca.gov. It provides information on such topics as preparing your family, emergency supplies checklist, tips for preparing children, the elderly and pets.

2. Duck, Cover and Hold

Over the years ARB has provided Duck, Cover and Hold training for earthquake preparedness. What we are doing this year:

In Sacramento we are not requiring that you do actually "duck" under your desk, "cover" your head, and "hold" on to a piece of sturdy furniture in order to prepare you if an earthquake should occur. We do ask that all managers and supervisors discuss with their staff what they would do if an earthquake would happen in their office and perhaps conduct your own drill. Make sure your staff would be prepared if an earthquake did hit.

In El Monte, where earthquakes are more frequent, they will be conducting a drill on April 6. Bill Yates will be coordinating the entire event. In addition to the "duck", "Cover" and "Hold" drill, they will also evacuate the facilities.

3. What to Do After An Earthquake

Be prepared for aftershocks, stay calm and lend a hand to others. Unless there is an immediate, life-threatening emergency, do not attempt to use the telephone. Also, do not use your vehicle in order to keep the streets clear for emergency vehicles. Watch for downed power lines, gas and water leaks, broken electrical wiring and sewer lines. If you are at the workplace, Emergency Team members will direct you.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

cc: Administrative Liaisons